



## NOTICE OF JOB OPENING

*The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.*

**JOB TITLE:** Auditor I

**DEPARTMENT:** Compliance Audit

**POSITION:** 6102071005

**JOB DESCRIPTION:** Under supervision, the Auditor I will perform field audits:

- Agreeing receipts to monthly report.
- Accounting for all receipt numbers.
- Balancing reports with deposits.
- Verifying the accuracy of all transactions.
- Researching discrepancies.
- Research statutes for audit issues, as needed.
- Document audit discrepancies, explaining cause, effect and recommendation, discuss with appropriate audit client personnel and draft audit report.
- Perform other special and administrative projects as assigned or requested.

**WHAT WE OFFER:**

- Competitive salary of up to \$45,000 per annum
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Continuing Professional Education available
- Collaborative Environment
- Corporate Memberships
- Subsidized Transit/Commute

**WHAT WE ARE LOOKING FOR:**

Qualified candidates must have a Bachelor's degree in accounting or related subject with twenty-four hours of accounting

- Proficient in the use of MS Word and Excel.
- Good communication and fluency in the written and oral use of the English language is required along with above average interpersonal, analytical and problem solving skills.
- Report writing experience is preferred.

- Must be dependable and trustworthy.
- Ability to plan, organize, and follow through on assigned projects in a timely manner, under moderate supervision.
- Strong working knowledge of accounting and reconciliation methods.
- Must be a quick learner.
- Ability to travel to various locations and able to work overtime as required.

Must be legally eligible to work in the United States. We do not provide visa sponsorship. Physical requirements are the ability to sit for extended periods of time and the ability to push/pull up to 50 lbs., lift and carry up to 20 lbs.

Interested candidates should **indicate the Title and Position No. of the job in the subject line of the email**. Submit your resume via email to: [Apps.HCAO@aud.hctx.net](mailto:Apps.HCAO@aud.hctx.net).

**HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY**

**APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY**